



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Office of Historic Preservation	Senior State Archeologist	549-084-2795-001
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Headquarters	Senior State Archeologist	S10
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Archaeology and Project Review	Sacramento	
<b>STATE HOUSING</b>		<b>IMMEDIATE SUPERVISOR</b>
Housing not available		Supervisor, Cultural Resources Program
<b>SENSITIVE POSITION DESIGNATION (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the general direction of the Supervisor of the Archaeology and Environmental Compliance Unit, the Senior State Archeologist supervises staff reviewing federal and state projects as well as performing the more difficult and complex work in cultural resources management (CRM) and archaeological research mandated on the SHPO by: (1) the National Historic Preservation Act (NHPA) and related statutes, regulations and guidelines, and by (2) certain provisions of the California Environmental Quality Act (CEQA), and other sections of the California Public Resources Code, and related regulations and guidelines. Duties center on daily supervision of staff and interaction with SHPO customers – typically representatives of governmental agencies, the private sector, Native American tribes, and environmental and preservation professionals. The incumbent shall apply an understanding of scientific methods and principles in the identification, research, and solution of problems around cultural resources management. The incumbent oversees and directs staff who review and comment on or prepare documents that deal with historic properties identification, evaluation, and treatment. In furtherance of this objective, the incumbent may assist SHPO management in developing policies, guidelines and standards that would be used by governmental agencies, appropriate professionals and interested persons to identify, evaluate, document, and manage cultural resources in a satisfactory manner under applicable environmental law and regulation.</p>		
<p><b>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</b></p>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>40%</b>	Supervises staff conducting the review of projects under Section 106 of the National Historic Preservation Act and Section 5024 of the California Public Resources Code, including the development and administration of Memoranda of Understanding and Programmatic Agreements with affected agencies; ensures that the program implementation is consistent with those aspects of Section 106 and PRC 5024 administered by the other units in the office.	
<b>30%</b>	Reviews, analyzes, and revises, or prepares, the more complex, comprehensive, and lengthy agreement documents such as memoranda of agreement and programmatic agreements that stipulate how the effects of a project or entire program on the historic, archaeological, and cultural environment will be taken into account.	
<b>10%</b>	Assists the Supervisor of the Archaeology and Project Review Unit with overseeing the California Historical Resources Information System (CHRIS) and the regional Information Centers that makes	

	the historical resources inventory available to the public, including the development of new systems, policies, and procedures for the CHRIS.	
<b>10%</b>	Trains SHPO stakeholders, SHPO staff, or student interns in the theory and practice of regulatory compliance, and in the interpretation and use of environmental statutes, regulations, and guidelines that address the historic cultural environment.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Prepares guidance, standards, research designs, plans, manuals, and other products used by government agencies, the private sector, professionals in appropriate disciplines, and by the interested public in identifying, evaluating, and managing the historic, archaeological, and cultural environment.	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attends staff meetings and trainings and prepares administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Office environment. The incumbent would work in a climate-controlled office under artificial lighting and be required to sit for long periods using a keyboard and video display terminal.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as Telework Eligible - Remote Centered.		
<b>SPECIAL REQUIREMENTS:</b>		
None		
<p><b>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b></p>		
<b>SUPERVISOR STATEMENT:</b>		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>